

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probation Support Assistant-Business Systems
Job Code: 8158
Pay Grade: 31
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provide administrative and clerical support to the Supervisor, Business Systems, and coworkers who use Adult Probation Enterprise Tracking System (APETS) database in the adult probation division. Performs duties in direct support of maintaining the quality of information in the APETS database and reports generated

ESSENTIAL FUNCTIONS:

- Reviews standard system generated reports for completeness and accuracy.
- Distributes reports to appropriate division personnel for corrections to reports and to respond back with missing information or data.
- Assists with the conversion of information from Rolodex to APETS by generating system reports and testing the completeness and accuracy of the information.
- Receives and reviews probation related information from outside entities before entering the information into APETS for inclusion in monthly and quarterly reports.
- Generates monthly arrearage reports to be distributed to probation officers and judges for case updates.
- Responds to questions and problems from division and court employees regarding the operation of APETS and reports generated from the database.
- Generates ad-hoc reports upon requests from division personnel.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Assists management team in the continual development of performance measures for APETS.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of practices, procedures, and terminology typically used in a professional office setting.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have some skills in typing legal forms, documents, correspondence, and setting priorities in the processing of legal documents.
- Must have the skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier, and a calculator.

- Must have clerical skills including proofreading, data entry, typing and editing documents, filing, and purging documents.
- Must have the ability to communicate effectively with office staff, other court and county employees, and the public.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D. certificate and two years of clerical, office support experience, to include one year involving the preparation and processing of legal documents or providing clerical support in a court or legal setting. Or, any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Supervisor, Business Systems. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 07/01/01
Revised: 02/06/06